

Welcome

HIGHLIGHTS

In this issue
you will find:

- Internet Opportunities
- BPOL Order Blank Update
- Product Information
- How to Contact Us and more!

Welcome to the first issue of the new *BPOL INFORMATION*.

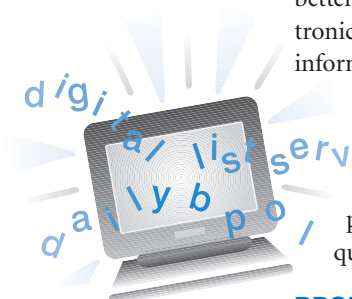
The Bank, Post Office and Library Program (BPOL) is a broad reaching effort to make tax materials more accessible to the public. Each year more than 42,000 organizations partner with IRS to distribute federal tax products, providing a valuable service to the citizens of their communities.

We appreciate the hard work of those who volunteer through the BPOL Program to help IRS reach

taxpayers across the country. With this first issue, it is our hope that *BPOL INFORMATION* will make tax time easier by providing you with helpful program information. Issued quarterly, *BPOL INFORMATION* will give details of BPOL Program changes, updates, events and new products and services. Because this newsletter is for you, our BPOL associates, we encourage comments and suggestions so we will be sure to give you the information you need.

Internet Opportunities

Keeping in step with technology enhances our ability to communicate with you about the BPOL Program. We have been busy this past year designing and implementing electronic communication channels to better serve you. Below is a description of the electronic services available in support of BPOL and information regarding the IRS Digital Daily Web site.



NEW BPOL WEB SITE

www.irs.gov/forms_pubs/bpol

Visit our new BPOL Web site to find current program information, answers to frequently asked questions, shipping news, and program updates.

BPOL DISPATCH

The BPOL Dispatch, an electronic message service, makes it easier than ever to get the BPOL Program information you need. Sign-up for the BPOL Dispatch and you will automatically receive messages with specific product information, program updates, operational procedures and issues. Subscribe by accessing the BPOL web site (address listed above) and clicking on "BPOL Dispatch e-mail Service."

You can also access the listserv at:
www.irs.gov/forms_pubs/bpol/bpol-subscr.html

LIVE HELP

www.irs.gov/forms_pubs/bpol/livehelp.html

Live Help is the cutting edge of customer service. At the BPOL web site you can now get answers to

your questions right away through the Live Help service. When you need BPOL Program information, have tax forms distribution or related questions, let us help you. If you're on-line when we are not, you can leave your message and e-mail address and we will respond within one business day. Our assistants are available to answer your questions Monday - Saturday from 9 a.m. - 7 p.m. Central Time

IRS DIGITAL DAILY

www.irs.gov

Check out the award-winning IRS Digital Daily Web site. Here you will find federal tax materials, information on IRS electronic services, taxpayer help and education resources, the IRS Newsstand with the latest news releases, fact sheets and tax supplements. From A-Z, there is something for everyone on the Digital Daily.

- Download federal tax forms, instructions, and publications.
- Link to state tax products.
- Learn about electronic filing options and services.
- Find tax information for individuals, businesses, and tax professionals.
- Locate various IRS telephone numbers and addresses for assistance.
- Check out "What's Hot" for latest IRS news.
- Use the "Tax Calendars" for important individual, business, and excise dates.

■ New and Improved Products

RACKS

New tax forms display racks are available this year. The rack is 9 $\frac{3}{4}$ "w x 4"d x 65"h and holds 23 items. It is made of solid steel with a black baked on high gloss enamel finish. It can be wall-mounted or put in a base on the floor.

PUBLICATION 1132 L (ABRIDGED VERSION)



This version of Reproducible Copies of Federal Tax Forms and Instructions contains copies of 100 frequently requested tax forms and instructions. It is a condensed version of Publication 1132, which is a two-volume collection of reproducibles.

PUBLICATION 3194 LAMINATED TAX FORMS



This publication contains 13 of the most popular tax forms all laminated and fastened to a steel ring for easy and clear reproduction on a copy machine.

PUBLICATION 3201



IRS Tax Information is a bookmark listing IRS taxpayer assistance telephone numbers. It is

issued in tear-off pads of 50. If customers ask you for tax help or information, just tear off a bookmark to refer them to IRS for assistance.

PUBLICATION 2053



Quick and Easy Access to IRS Tax Help and Forms identifies various options available to taxpayers for getting tax forms and assistance.

PUBLICATION 1796

IRS Federal Tax Products CD-ROM contains approximately 2700 current and prior year federal tax forms, instructions and publications. Other products on the CD-ROM include: Internal Revenue Bulletins, IRS Fax Forms Catalog, and IRS *e-file* information, and more. A new revision is published each year and issued in two releases. Release one contains all tax products that have been approved and is issued in mid-December. Release two contains the same products as the first release plus the remaining tax products that have been approved. Release two is issued late January. The CD-ROM is an excellent way to archive tax materials.

■ Order Blank Update

Your "BPOL Order Blank for Federal Income Tax Forms" (Form 8635) is included in this mailing. Please review and complete it and return it to us so we can be sure to update your account information and make the product and quantity changes you request.

Feedback from BPOL associates has prompted several changes to the BPOL Order Blank. First, everyone will receive an order blank this year. No one will receive a postcard (Form 8628). Included with the order blank is an "Additional Products Available" listing which will give all accounts an opportunity to easily order a wider variety of tax products, if desired. We have added some products and deleted others based on your feedback and nationwide demand.

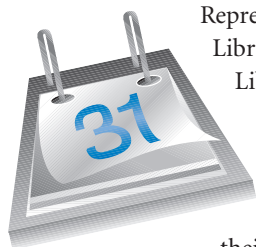
PRODUCTS ADDED TO THE ORDER BLANK

Form W-3	"Transmittal of Income and Tax Statements"
Form 1040 Schedule J	"Farm Income Averaging"
Form 8812	"Additional Child Tax Credit"
Form 8863	"Education Credits"
Publication 970	<i>Tax Benefits for Higher Education</i>
Publication 972	<i>Child Tax Credit</i>
Publication 1132L	<i>Reproducible Federal Tax Forms, Abridged Version</i>
Publication 3194	<i>Laminated Tax Forms</i>
Publication 3201	<i>IRS Information Bookmark</i>

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PRODUCTS DELETED FROM THE ORDER BLANK

Form 1040 Schedule D-1	"Continuation Sheet for Capital Gains and Losses"	Form 4506	"Request for Copy of Tax Form or Individual Tax Account Information"
Form 2688	"Application for Additional Extension of Time to File"	Form 4972	"Tax on Lump Sum Distributions"
Form 3468	"Investment Credit"	Form 8396	"Mortgage Interest Credit"
Form 4137	"Social Security and Medicare Tax on Unreported Tip Income"	Form 8814	"Parents Election to Report Child's Interest and Dividends"
		Publication 1473	"Service: It's in Our Name" (brochure)



MIDWINTER CONFERENCE

Representatives of the IRS Bank, Post Office, and Library (BPOL) Program attended the American Library Association (ALA) Midwinter Conference in Philadelphia, PA, January 31 - February 1, 1999. The event gave IRS representatives the opportunity to meet librarians from across the country and thank them for their individual efforts in helping the IRS reach taxpayers in their local communities during the tax filing season.

ANNUAL CONFERENCE

As this goes to press, BPOL representatives are preparing to attend the ALA Annual Conference in New Orleans June 26-29, 1999. We will be showcasing the new Live Help on-line service and the Small Business Resource Guide CD-ROM (Publication 3207) at the Legislation and Policy Update session on June 26. IRS will also be sponsoring a booth at the conference. We will be there to thank librarians for their continued support with the VITA, TCE and tax forms programs. The new Live Help on-line service will be demonstrated at our booth and we will have BPOL Program information and new products available as well.

Postal Developments

Representatives of the Bank, Post Office and Library Program attended both the NAPUS Convention and the National Postal Forum during the summer of 1998. This was the first time IRS sponsored exhibits at these two events. It gave us the opportunity to meet thousands of postmasters and thank them for their support in reaching the taxpayers in their communities. We introduced new products and services, discussed the expanded list of available products, demonstrated the Federal Tax Products CD-ROM

and provided BPOL Program information. Both events were a great success.

IRS plans to sponsor an exhibit at the NAPUS Convention in Charlotte, NC, August 14-20, 1999. We will be there to thank postmasters for their on-going support with the BPOL Program, as well as demonstrating our electronic services and promoting new products. Please stop by our booth to catch up on the latest information. We hope to see you there!

BPOL VOLUNTEERS

Your local Taxpayer Education Coordinator (TPEC) may be able to provide a library volunteer to assist you during tax season. To locate the TPEC in your state:

1. Access the IRS Digital Daily Web site at: www.irs.gov/prod/hot/atn/index.html
2. Click on your state to find contact information.

You may also call the BPOL Hotline at 1-800-829-2765 and ask for the phone number of the TPEC nearest you.

“Inside Delivery”



We've had many questions about “inside delivery.”

The IRS pays carriers for inside delivery.

Our Government Bills of Lading (GBL) specify inside delivery. However, sometimes the carrier's understanding of inside delivery differs from the customer's. Motor freight carriers are responsible for parking their trucks next to your delivery location so you can easily unload your shipment.

If you can't unload from the tailgate, the request for “inside delivery” will direct the carrier to unload

the shipment. However, you need to have a dock, platform, or ramp directly accessible to the carrier's truck. The carrier will move the load under the first available cover. This is the minimum we can expect our carriers to do and still meet their legal obligation for “inside delivery.”

When the GBL lists a room number, and a freight elevator is available, they may take the load to a specific floor. You are responsible for unpacking, dismantling, sorting, segregating, and stocking.

CASH ON DELIVERY???

The IRS pays all freight charges. Although the charge may appear on your delivery papers, you don't pay the carrier. If the carrier insists on payment before leaving the order, call for assistance on the BPOL HOTLINE, 1-800-829-2765.

IRS Corporate Partnership Program

The IRS Corporate Partnership Program is an industry/government alliance enlisting businesses with an employee base of 500 or more to make tax products available to their employees at work. IRS provides the company with a Federal Tax Products CD-ROM and Reproducible Tax Forms. The CD-ROM is loaded on the company intranet or local area network where employees can download and print the tax

materials they need. Or they can photocopy from the reproducible forms. Currently, more than 2,000 companies are enrolled in the Corporate Partnership Program reaching over 13.9 million employees.

If you would like to know more about this program, visit the Web site at http://www.irs.ustreas.gov/prod/bus_into/cpp.html or call (916) 636-7703 6 a.m.- 4 p.m. Pacific Time.

HOW TO CONTACT US

Have BPOL questions? We are here to help. Please contact us.

BPOL Hotline: 1-800-829-2765 7 a.m.-11 p.m. Monday-Friday and 6 a.m.-8 p.m. Saturday

Live Internet On-line Help at: www.irs.gov/forms_pubs/bpol/livehelp.html 9 a.m.-7 p.m. Monday-Saturday

Write to us at: Internal Revenue Service

BPOL Program
P.O. Box 8906
Bloomington, IL 61702-9881

Remember to visit the IRS BPOL Web site at: www.irs.gov/forms_pubs/bpol for the latest information.



Department of the Treasury
Internal Revenue Service

www.irs.ustreas.gov

Publication 3404 (6-99)
Catalog Number 280061